



DEPARTMENT OF PUBLIC WORKS

205 Lawrence Street
Marietta, Georgia 30060
Office # (770) 794-5649
Fax # (770) 794-5585

CITY OF MARIETTA DEVELOPMENT REVIEW PROCESS

I: Plan Submittal

- Engineers/Developers can submit 7 sets of plans at any time during the week to the Public Works Engineering Department. The plans will be distributed as follows:
 - 1 set Fire 770-794-5466
 - 1 set Water 770-794-5227
 - 1 set Planning & Zoning 770-794-5670
 - 2 sets Power 770-794-5112
 - 2 set Public Works Engineering 770-794-5649
- Public Works will distribute the plans and supporting documents to the appropriate City Departments for review and comments. The comments will then be returned back to the Public Works Engineering Department-Administrative Development Coordinator for the engineer/developer to pick-up.
- In the comments, the departments will indicate if the project is **eligible** for a one-stop meeting. Each Department will determine the criteria that must be met for the project to be eligible for the one stop meeting.
- If a department indicates that the project is **not eligible** for a one-stop meeting, then the engineer/developer will work directly with that department to obtain the release to participate in a one-stop meeting. Marietta Water will accept plans for review on Thursday morning if submitted by Wednesday at 12:00 p.m.
- After all departments release the project for participation in a one-stop meeting the engineer/developer will schedule an appointment for the next available one-stop meeting. The engineer/developer will have to schedule an appointment for the one-stop meeting through Becky Young-Lavalais, Administrative Development Coordinator in the Public Works Engineering Department by Tuesday no later than 12:00 p.m. on the day prior to the one-stop meeting.

II: One-Stop Plan Review Meeting

- One-Stop meetings will be held on Wednesday afternoon starting @ 1:30 p.m.
- At the time of the one-stop meeting the engineer will bring a minimum of 6 sets of revised plans to be reviewed and approved. Any approvals required from a non-city agency, with the exception of the Georgia Department of Transportation, must have been obtained and submitted to the Public Works Department prior to or at the time of the one-stop meeting. The approved plans will be distributed as follows:
 - Water – 2 sets
 - Public Works Engineering – 2 sets
 - GIS – 1 set
 - The engineer/developer will get the remaining sets

III: Plan Approval

- If the plans are approved at the one-stop meeting all departments will stamp the plans at this time and the Land Disturbing Activity Permit will be released to issue.

IV: Land Disturbing Activity Permit (LDP)

- LDA Permit is required before clearing or grubbing activity may be conducted. No permits will be issued until plans have been approved through the City and the Cobb County Soil and Water Conservation District (CCSWCD), if required.
- If CCSWCD approval is required, two (2) sets of stamped plans with the CCSWD approval must be submitted to the Public Works Department to obtain a LDA Permit.
- The Erosion and Sediment Control Inspector will issue the LDA to the Permittee at the time of the on-site pre-construction meeting. At the pre-construction meeting, the Inspector will discuss the BMP's that need to be installed prior to any work being started on site.

V: Additional Submittals Required After Approval

- The additional items that are required to be supplied to the City after plan approval and prior to receiving a final grading inspection include:
 - Provide the entire set of Approved Plans, with approval stamps, scanned in a “.tiff” image format back to the Public Works Department on a CD. If there are any questions you may contact Wayne McGary, Civil Engineer, at (770) 794-8110.
 - Provide executed and recorded Stormwater Management and Inspection Agreement.
 - Provide As-built data for the stormwater system to the Public Works Department. Data must be supplied electronically in “.dwg” format and based on GA State Plane Coordinate System (West Zone) utilizing NAD 83/94 adjustment and NAVD 88.
 - Provide a 3.5” diskette and/or email (preferable) of the site plan as per City Ordinance #5859, Section 728.09. File formats (“.dgn”, “.dwg” and “.dxf”) and/or email to: **bbishop@mariettaga.gov**. Please call (770) 794-5554 with any questions you may have regarding the Digital data standards.

VI: Development Permit Fees

Site Plan Review (due at first submittal)	\$100
Commercial / Subdivisions	\$10 per disturbed acre(s)
NPDES (if 1.0 acre or greater)	\$40 per disturbed acre(s)
Residential	\$30 minimum

Site Plan Review Check List

Data Required for Site Plans:

- ☐ Provide the address of the site on the cover sheet.
- ☐ Provide a copy of the Georgia D.O.T. permit for all driveways on State Routes.
- ☐ This project has to be reviewed by the Cobb County Soil & Water Conservation District in Conyers, GA. Your project is equal to or greater than 1.0 disturbed acre or is within 200 feet of state water. Review period is approximately 35 days. Provide 2 approved copies of which 1 must be an original. If you should have any questions please contact the Georgia Soil and Water 770-761-3019.
- ☐ This project has to be reviewed by the Cobb County Water System located at 660 South Cobb Drive. Provide a copy of the approved water and sewer plans to the City of Marietta.
- ☐ Provide a copy of the approved plans from the Cobb County Department of Health on all septic systems.
- ☐ Provide a copy of the approved entrances on all Cobb County roads from the Cobb D.O.T.
- ☐ Show limits of the flood plain or provide statement from registered surveyor that the property is not within the 100-year flood plain.
- ☐ Delineate all wetlands and provide regulatory documentation permitting any proposed impacts or state that none exist on site.
- ☐ Provide the following notes:
 - ☐ Place note on plan: "All new utility services on private property must be placed underground in accordance with City of Marietta Ordinance #6422.
 - ☐ Place note on plan: "All construction within the City of Marietta right of way must comply with the Americans' With Disabilities Act (ADA) per City of Marietta Ordinance #5562".
 - ☐ Place note on plan: All lane stripping with City Right of Way must be thermoplastic and all gores; stop bars, and turn arrows must be alkyd thermoplastic paint.
 - ☐ All wall plans must be submitted to the Chief Building Inspector for review, approval and permitting.
 - ☐ As-Built data will have to be submitted before final release is obtained. Data to be GA State Plane Coordinate System (West Zone) utilizing NAD 83/94 adjustment and NAVD 88.
- ☐ Minimum Radii of street C/L 100'.
- ☐ All streets must be at 90-degree angles.
- ☐ Minimum curb radius is 25 ft.
- ☐ 150 ft. acceleration and deceleration lanes with 50 ft. tapers are required on all roadways if it is an arterial or a collector.
- ☐ Provide dimensions on all driveways and parking areas.
- ☐ Provide sight distance plan and profiles on all entrances to public right of way.
- ☐ Curb ramps to be located at all intersections within City Right of Way.
- ☐ Provide a typical paving section.
- ☐ Show all proposed signing and striping in the City's Right of Way.
- ☐ Provide a Hydrology Report, to include a downstream analysis, for this project to show no negative impact to downstream property. Hydrology study must be prepared and stamped by a Professional Engineer.

- ❑ Provide Stormwater Management Plan per the current edition of the “Georgia Stormwater Management Manual”. Stormwater Management Plan must be prepared and stamped by a Professional Engineer. Extended Dry detention does not comply with the Water Quality requirement.
- ❑ Provide Pipe Profile with 100-year Hydraulic Grade Line. All CMP & HDPE pipe must have minimum 3.0’ cover and RCP must have 2.0’ cover.
- ❑ Storm pipe must have minimum 1.0% slope, detention pipes must have minimum 0.5% slope with smooth interior.
- ❑ Storm pipes 42” and smaller carrying stormwater between or through properties shall extend at least 60 feet behind the building line.
- ❑ All pipe crossings must be perpendicular to roadway.
- ❑ Right-of-Way donation will require an executed Quit Claim Deed be provided to the City.

REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL

The following checklist is used for the review of commercial, industrial, residential development plans with State and Local regulations regarding land disturbance.

✓ **Site Plan:**

- ☐ Show graphic scale and north arrow.
- ☐ Provide Vicinity Map showing site's relation to surrounding area, including designation of specific phase, if necessary.
- ☐ Provide the Existing and planned contours shall be shown with contour lines drawn with an interval in accordance with the following:

Map Scale	Ground Slope	Contour Interval, ft.
1 inch = 100 ft or larger scale	Flat 0-2% Rolling 2-8% Steep 8%+	0.5 or 1 1 or 2 2, 5 or 10

- ☐ Delineate contributing drainage areas both on and off site. Include hydrology study and maps of drainage basins for both the pre- and post-developed conditions.
- ☐ Delineate all state waters located on or within 200 feet of the project site and/or provide note that none exist.
- ☐ Show location of erosion and sediment practices using uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6, with legend.
- ☐ Delineate 25' undisturbed buffers of state waters and 50 foot management zones along designated trout streams. Clearly note areas of impact. Where encroachment into buffers or management zones is proposed, provide documentation that appropriate variances have been obtained".
- ☐ Delineate all wetlands and provide regulatory documentation permitting any proposed impacts.
- ☐ Include soil series and their delineation on plan.
- ☐ Describe adjacent areas - neighboring areas such as streams, lakes, residential areas, etc., which might be affected.

✓ **Narrative Notes and Other Information:** (Notes or narrative should be located on the site plan under general notes or under erosion and sediment control notes.)

- ☐ Provide statement from local tax official that ad valorem taxes owed and due have been paid.
- ☐ Provide description of existing land use at project site and description of proposed project. Include land lot and district numbers for site location.
- ☐ Provide Name, address, and phone number of developer / owner on plan.
- ☐ Provide Name and phone number of a 24-hour local contact who is responsible for erosion and sediment control.
- ☐ Show Signature / Seal of qualified plan preparer.
- ☐ Note total and disturbed acreage of the project or phase under construction
- ☐ Provide detailed construction activity schedule – show anticipated starting and completion dates for project events, including vegetation / mulching timeline.
- ☐ Clearly note the statement in bold letters: **"The escape of sediment from the site shall be prevented by the installation of erosion control measures and practices prior to, or concurrent with, land-disturbing activities."**
- ☐ Provide 67 cubic yards per acre sediment storage. Include specific design information and calculations for all structural measures on site, such as temporary sediment basins, retrofitted detention ponds, and channels.
- ☐ Show storm drain pipe and weir velocities and demonstrate how receiving area will accommodate discharges without erosion.
- ☐ Provide Vegetative plan noting all temporary and permanent vegetative practices. Include species, planting dates, and seeding, fertilizer, lime, and mulching rates. Vegetative plan shall be site specific for appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia.
- ☐ Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
- ☐ Place note on plan: Maintenance statement - "Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source".



Department of Planning and Zoning
205 Lawrence Street
Marietta, Georgia 30060
Rusty Roth, AICP, Acting Director

SITE PLAN REVIEW COMMENTS

Reviewed By:

Project Name:

Date:

Project Address:

Land Lot/Dist.:

Zoning District:

Use of Property:

Area of Property:

Building Area/Units:

Developers Name:

Phone Number:

Contact Person:

Phone Number:

Engineer/Surveyor:

Phone Number:

Indicate compliance with applicable regulations: (Yes, No or Not Applicable)

- ___ 1. Name, address & phone number of property owner
- ___ 2. Name, address & phone number on engineer/surveyor for project
- ___ 3. Zoning district & stipulations included on site plan
- ___ 4. Area of site, including area within floodplain: _____ / _____
- ___ 5. Floor area ratio: _____
- ___ 6. Area of impervious surface: _____
- ___ 7. Driveway & parking regulations: Required _____ / Proposed _____
- ___ 8. Buffers: _____
- ___ 9. Setbacks: Front: _____ Rear: _____ Min Side: _____ Maj Side: _____
- ___ 10. Landscape plan:
- ___ 11. Overall building height: _____
- ___ 12. Lot width: _____
- ___ 13. AICUZ Zone verification:
- ___ 14. Elevations schematic:
- ___ 15. Commercial Corridor Overlay Design District
- ___ 16. Downtown Marietta Historic District

BASIC CHECKLIST FOR PLANS SUBMITTED TO MARIETTA WATER:

The following are basic guidelines to meet minimum requirements for plan approval. There may be other items necessary before plans will be approved. These comments correspond with the Marietta Water Development Regulation Manual, which can be purchased at the Public Works Department.

GENERAL:

- _____ Include size, material and location of all existing and proposed water (domestic, fire protection and irrigation) and sanitary sewer services.
- _____ Add water and sewer details that correspond to your project, as found in the Marietta Water Development Regulations Manual.
- _____ Add all BLW Water and Sanitary Sewer System Construction General Notes, pages 200-3, 300-4 and 300-5 in the Water and Sewer Development Regulations.

WATER

- _____ A fire flow test is required. Contact Marietta Water at (770) 794-5227 for information
- _____ Any meter or double detector check, 3" or larger must be set behind the right of way in a meter easement. If this project includes this type of meter, complete the meter easement paperwork along with an 8 1/2" x 11" plat, certificate of title and lenders consent. Contact Marietta Water at (770) 794-5227 for a copy of the easement paperwork.
- _____ Notate meter vault sizes on site plan. There must be adequate space and finished, level grade provided for the installation of all meter vaults.

SEWER:

- _____ Provide a letter documenting that none of the water lines and services, sewer lines and services, the structures and structures to be connected to these services are being located on or in close proximity of an abandoned landfill site or any other site used for waste disposal.